



CITY OF ATLANTA

Job Announcement

COMPLIANCE SPECIALIST

STARTING SALARY: \$46,530

Salary Grade: 24

Applications Accepted From: July 12, 2005 until July 26, 2005

Minimum Job Requirements

Applicants for this position must have graduated from an accredited college or university with a Bachelor's degree in Business, Marketing, Real Estate Property Management or Food Service, or related field required; four years of experience in retail and/or food service operations or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Licenses and Certificates

Applicants for this position must possess a valid Georgia driver's license.

Duties of the Job

This employee reviews all merchandising and concept requests; inspects stores for operational effectiveness including monitoring daily for cleanliness, proper staffing and adequate supervision; reviews market basket pricing requirements; monitors store opening and closings on a monthly basis; tracks monthly sales and makes recommendations to improve sales each week; complete facility and life safety inspections quarterly; monitors retail training program; and complete necessary reports and correspondence.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.